

## 13H. Material Receipt and Accountability

Regulations: 180 NAC 3-016.02, 180 NAC 3-025, 180 NAC 3-030, 180 NAC 1-004, 180 NAC 4-031, 180 NAC 4-032, 180 NAC 4-057.

**Criteria:** *Licensees must do the following:*

- *Maintain records of receipt, transfer, and disposal of gauges and*
- *Conduct physical inventories at intervals not to exceed 6 months, or some other interval justified by the applicant and approved by the Agency to account for all sealed sources.*

As illustrated in Figure 17 licensed materials must be tracked from "cradle to grave" in order to ensure gauge accountability, identify when gauges could be lost, stolen, or misplaced, and ensure that, possession limits listed on the license are not exceeded. Significant problems can arise from failure to ensure the accountability of gauges.

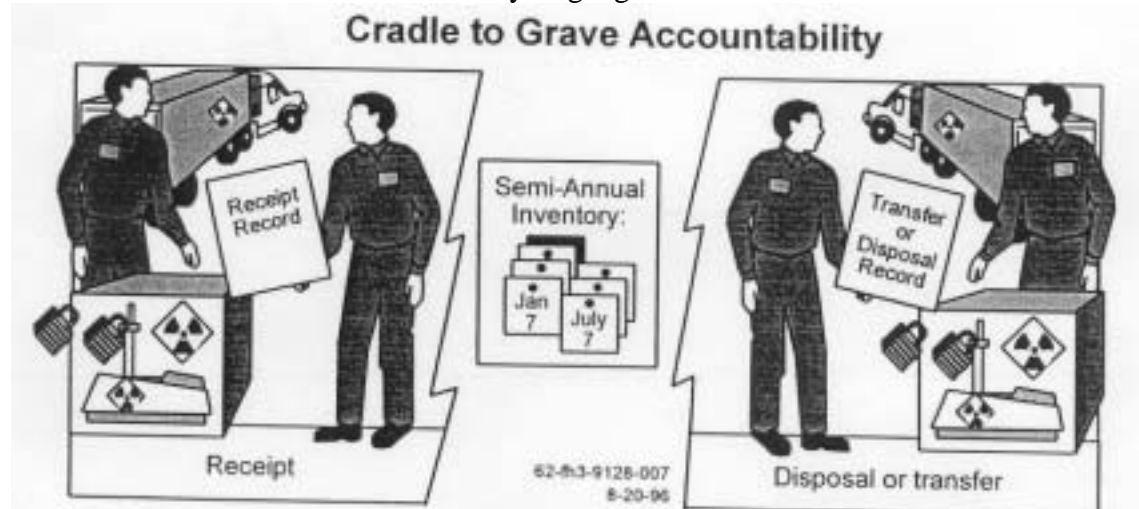


Figure 17 **Material Receipt and Accountability.** Licensees must maintain records of receipt and disposal and conduct semiannual inventories.

Receipt, transfer, and disposal records must be maintained for the times specified in Table 2. Typically, these records contain the following types of information:

- Radionuclide and activity (in units of becquerels or curies) of byproduct material in each sealed source
- Manufacturer's or distributor's name, model number, and serial number (if appropriate) of each device containing byproduct material
- Location of each sealed source and device
- For materials transferred or disposed of, the date of the transfer or disposal, name and license number of the recipient, description of the affected radioactive material (e.g., radionuclide, activity, manufacturer's or distributor's name and model number, serial number).

**Table 2 Record Maintenance**

Type of Record	How Long Record Must be Maintained
Receipt	For as long as the material is possessed until 5 years after transfer or disposal
Transfer	For 5 years after transfer
Disposal	Until the Agency terminates the license
Important to Decommissioning*	Until the site is released for unrestricted use

\* See the section entitled "Financial Assurance and Recordkeeping for Decommissioning."

**Response from Applicant:** Provide either of the following:

- A statement that: "Physical inventories will be conducted at least every 6 months or at other intervals approved by the Agency, to account for all sealed sources and devices received and possessed under the license."

**OR**

- A description of the procedures for ensuring that no fixed gauge has been lost, stolen, or misplaced and how often they will be conducted.

**Note:**

- Alternative responses will be evaluated using the criteria listed above.
- Inventory records should be maintained and contain the following types of information:
  - Radionuclide and amount (in units of becquerels or curies) of byproduct material in each sealed source
  - Manufacturer's or distributors name, model number, and serial number (if appropriate) of each device containing byproduct material
  - Location of each sealed source and device
  - Date of the inventory
  - Signature of the individual conducting the inventory.

See Appendix T for a sample inventory procedure and inventory form.